

Statewide Funding Sources

The AgBMP Tracking Module now has functionality for managing funding sources such as CREP on a statewide basis to allow for 'first-come, first served' approval of limited funding. The process for District users and DCR staff managing these funds is now a little more automated in the module itself. Here is the basic workflow:

1. After the District user creates a cost-share contract, the first step is to go to the Forms tab for the contract and enters the Application Date. Contracts without an Application Date BMPs requesting statewide funding may not be reviewed for approval.

The screenshot displays the DCR BMP Tracking Module web application. The browser address bar shows the URL: <https://dswcappstest.dcr.virginia.gov/BMPTracking/Home/BMP/Contract.aspx?Id=46962>. The application header includes the DCR logo and navigation tabs: Main, Plans, ASA Complaints, Administration, Reports, Support, and My Account. The user is logged in as 'roland.owens'. The breadcrumb trail is: Dashboard > Contracts > 42-18-0002.

Contract details are displayed as follows:

Contract #: 42-18-0002	Participant: Monster Farms, Cookie Monster	Participant Address: 123 Mian Street Bridgewater, VA VA
Contract Type: Cost Share: 1 payment(s)	SSN / Tax ID: **_*2708	Phone: (540) 999-9999
District: APPOMATTOX RIVER	Edit Participant	

On the left sidebar, there are links for Instances, Payments, Comments, Forms, Participant, and Contracts. A 'Save' button is located below the sidebar.

The main content area shows a table of forms for the contract:

Form	Application Date	Print
Part I Application for Program	06/06/2017 Edit Date	Print
Part II Technical Determination and SWCD Approval		Print
Part III Technical Installation and SWCD Payment		Print

- Once a BMP is added to the contract and other relevant data entered (Farms and Fields, Measures, etc.) the District user goes to Programs tab as usual to indicate the funding that is needed. Note that these new statewide funding sources are tied to specific BMPs just like any other funding source. The user selects funding source from the Available Programs dropdown and adds it to the BMP. Note that under Estimated/Requested Cost Share Payments the Program has a 1 front to indicate this is the first request, and '(statewide)' is included in the Program name.

DCR Virginia Department of Conservation & Recreation

Secure | https://dswcappstest.dcr.virginia.gov/BMPTracking/Home/bmp/BMPInstance.aspx?id=198622&tab=bmp_FarmsAnd

Apps AgBMP/CP/RMP App AgBMP/CP/RMP UAT AgBMP/CP/RMP Train Logi 10 Ad Hoc CP/RMP Document Li BugTracker

Main Plans ASA Complaints Administration Reports Support My Account Welcome, roland.owens Logout

Dashboard > Contracts > 42-18-0002 > CRSL-6 (ID: 198622)

Contract: 42-18-0002 (Monster Farms, Cookie Monster)
Practice: CRSL-6: CREP Grazing land protection
Fields: none
Acres in Practice: 0.00

General
Farms And Fields
Measurements
Map BMP
Programs

CEF
Spot Checks
Form Letters
Payments
Related Instances
Components
Attachments
Legacy Map

Save BMP

Funding Sources

The following programs can be used as funding sources for this practice. Please add one or more programs and designate the dollar amount each program will contribute towards this instance. Failure to accurately enter the dollar amount will cause the program's budget balance to be incorrectly calculated.

Available Programs: << None Available >> Add

Estimated/Requested Cost Share Payments

Dollar amounts in these fields will be displayed on the "Requested" bar on budget charts.

	Amount
Estimated Instance Cost	\$ 10,000.00
Estimated Cost Share Payment	\$ 8,000.00

Program

1 2018 CB CREP (SB) (statewide)(VACS)	\$ 8,000.00	Remove
Total:	\$ 8,000.00	

Approved Cost Share Payments

Dollar amounts in these fields will be displayed on the "Approved" bar on budget charts.

	Amount
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- Next the District user goes to the General tab and sets the status to Funds Pending Approval. This status that is only available for BMPs with statewide funding sources. By setting the BMP to this status it allows DCR staff to search for these BMPs.

DCR Virginia Department of Conservation & Recreation

Secure | https://dswcappstest.dcr.virginia.gov/BMPTracking/Home/bmp/BMPInstance.aspx?id=198622&tab=bmp_FarmsAnd

Apps AgBMP/CP/RMP App AgBMP/CP/RMP UAT AgBMP/CP/RMP Train Logi 10 Ad Hoc CP/RMP Document Li BugTracker

Main Plans ASA Complaints Administration Reports Support My Account Welcome, roland.owens Logout

Dashboard > Contracts > 42-18-0002 > CRSL-6 (ID: 198622)

Contract: **42-18-0002 (Monster Farms, Cookie Monster)**

Practice: CRSL-6: CREP Grazing land protection

Fields: none

Acres in Practice: 0.00

General

Status: Funds Pending Approval

Lifespan: 9 year(s)

Conservation Plan Date: Edit Date

Approval Date: Edit Date

Required Completion Date: Edit Date

Technical Certification Date: Edit Date

Carry Over Date: Edit Date

Carry Over Signature Date: Edit Date

Comments:

Save BMP

Note that once the BMP is set to this status the Program specific value under Estimated/Requested Cost Share Payments is locked and cannot be edited. To edit this value before it is reviewed by DCR staff the BMP must be set back to the 'Unapproved' status. Also note that users can click on the 'i' symbol to see the available funds in for the statewide Program.

DCR Virginia Department of Conservation & Recreation

Main Plans ASA Complaints Administration Reports Support My Account Welcome, roland.owens Logout

Dashboard > Contracts > 42-18-0002 > CRSL-6 (ID: 198622)

Contract: 42-18-0002 (Monster Farms, Cookie Monster)
Practice: CRSL-6: CREP Grazing land protection
Fields: none
Acres in Practice: 0.00

Funding Sources
The following programs can be used as funding sources for this practice. Please add one or more programs and designate the dollar amount each program will contribute towards this instance. Failure to accurately enter the dollar amount will cause the program's budget balance to be incorrectly calculated.
Available Programs: << None Available >> Add

Estimated/Requested Cost Share Payments
Dollar amounts in these fields will be displayed on the "Requested" bar on budget charts.

	Amount
Estimated Instance Cost	\$ 10,000.00
Estimated Cost Share Payment	\$ 8,000.00

Program

1 2018 CB CREP (SB) (statewide)(VACS)	\$ 8,000.00	Remove
Total:	\$ 8,000.00	

Approved Cost Share Payments
Dollar amounts in these fields will be displayed on the "Approved" bar on budget charts.

Estimated/Requested Cost Share Payments

Dollar amounts in these fields will be displayed on the "Requested" bar on budget charts.

	Amount
Estimated Instance Cost	2018 CB CREP (SB) Program Year 2018
Estimated Cost Share Payment	Program Balance \$ 100,000.00
Program	
1 2018 CB CREP (SB) (statewide)(VACS)	\$ 8,000.00 Remove
Total:	\$ 8,000.00

4. DCR Statewide Budget Administrators (Gary Moore for CREP, Barbara McGarry for RMP) can search for Contracts in the 'Funds Pending Approval' status from the Contracts page. Contracts will be reviewed based on the Application Date to ensure BMPS are funded on a 'first-come, first served' basis. Note that the Status of Funds Pending Approval checkbox is only available for Statewide Budget Administrators.

The screenshot shows the DCR Virginia Department of Conservation & Recreation BMP Tracking system. The page is titled 'Contracts' and includes a navigation bar with links to Main, Plans, ASA Complaints, Administration, Reports, Support, and My Account. The user is logged in as 'roland.owens'.

The search interface includes the following fields:

- District: [Dropdown]
- Program Year: 2018 [Dropdown]
- Program: [Dropdown]
- Practice: [Dropdown]
- Contract Type: [Dropdown]
- Contract Number: [Text]
- Participant Name/SSN/Tax ID: [Text]
- FSA Number Farm/Tract/Field: [Text]
- Instance ID: [Text]
- Status of Funds Pending Approval: ☒

Buttons: Search, Clear, [Hide Advanced Search](#)

Buttons: New Contract, New Multi-instance Contract

Number	Program Year	Participant	Practices	Contract Type	Application Date	Requested Contract Value	Approved Contract Value	Actual Contract Value	Payments	Balance	
42-18-0002	2018	Monster Farms, C	CRSL-6	Cost Share	6/6/2017	\$ 8000.00	\$ 0.00	\$ 0.00		\$ 0.00	delete

Columns: [Dropdown] Page 1 of 1 [Dropdown] View 1 - 1 of 1

5. The Statewide Budget Administrator will then go to the BMP Instances within the Contract and mark the Status for each as 'Funding Availability Confirmed' as long as there is remaining funding. Once a BMP Instance is marked as 'Funding Availability Confirmed' the BMP is ready to be 'Approved' through normal District workflows (i.e. Board Approval).

DCR Virginia Department of Conservation & Recreation

Secure | https://dswcappstest.dcr.virginia.gov/BMPTracking/Home/BMP/BMPInstance.aspx?id=198622

Apps | AgBMP/CP/RMP App | AgBMP/CP/RMP UAT | AgBMP/CP/RMP Train | Logi 10 Ad Hoc | CP/RMP Document Li | BugTracker

Main Plans ASA Complaints Administration Reports Support My Account Welcome, roland.owens Logout

Dashboard > Contracts > 42-18-0002 > CRSL-6 (ID: 198622)

Contract: **42-18-0002 (Monster Farms, Cookie Monster)**

Practice: CRSL-6: CREP Grazing land protection

Fields: none

Acres in Practice: 0.00

General

Status: Funding Availability Confirmed

Lifespan: 9 year(s)

Conservation Plan Date: Edit Date

Approval Date: Edit Date

Required Completion Date: Edit Date

Technical Certification Date: Edit Date

Carry Over Date: Edit Date

Carry Over Signature Date: Edit Date

Comments:

Save BMP

On the Programs tab the District user will now see that the funding request has been confirmed for the Program under Estimated/Requested Cost Share Payments with the '(statewide-confirmed)' message.

DCR Virginia Department of Conservation & Recreation

Secure | <https://dswcappstest.dcr.virginia.gov/BMPTracking/Home/BMP/BMPInstance.aspx?Id=198622>

Apps | AgBMP/CP/RMP App | AgBMP/CP/RMP UAT | AgBMP/CP/RMP Train | Logi 10 Ad Hoc | CP/RMP Document Li | BugTracker

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Practice: CRSL-6: CREP Grazing land protection
Fields: none
Acres in Practice: 0.00

Funding Sources

The following programs can be used as funding sources for this practice. Please add one or more programs and designate the dollar amount each program will contribute towards this instance. Failure to accurately enter the dollar amount will cause the program's budget balance to be incorrectly calculated.

Available Programs: << None Available >> Add

Estimated/Requested Cost Share Payments

Dollar amounts in these fields will be displayed on the "Requested" bar on budget charts.

	Amount
Estimated Instance Cost	\$ 10,000.00
Estimated Cost Share Payment	\$ 8,000.00

Program

	Amount	
1 2018 CB CREP (SB) (statewide-confirmed) (VACS)	\$ 8,000.00	Remove
Total:	\$ 8,000.00	

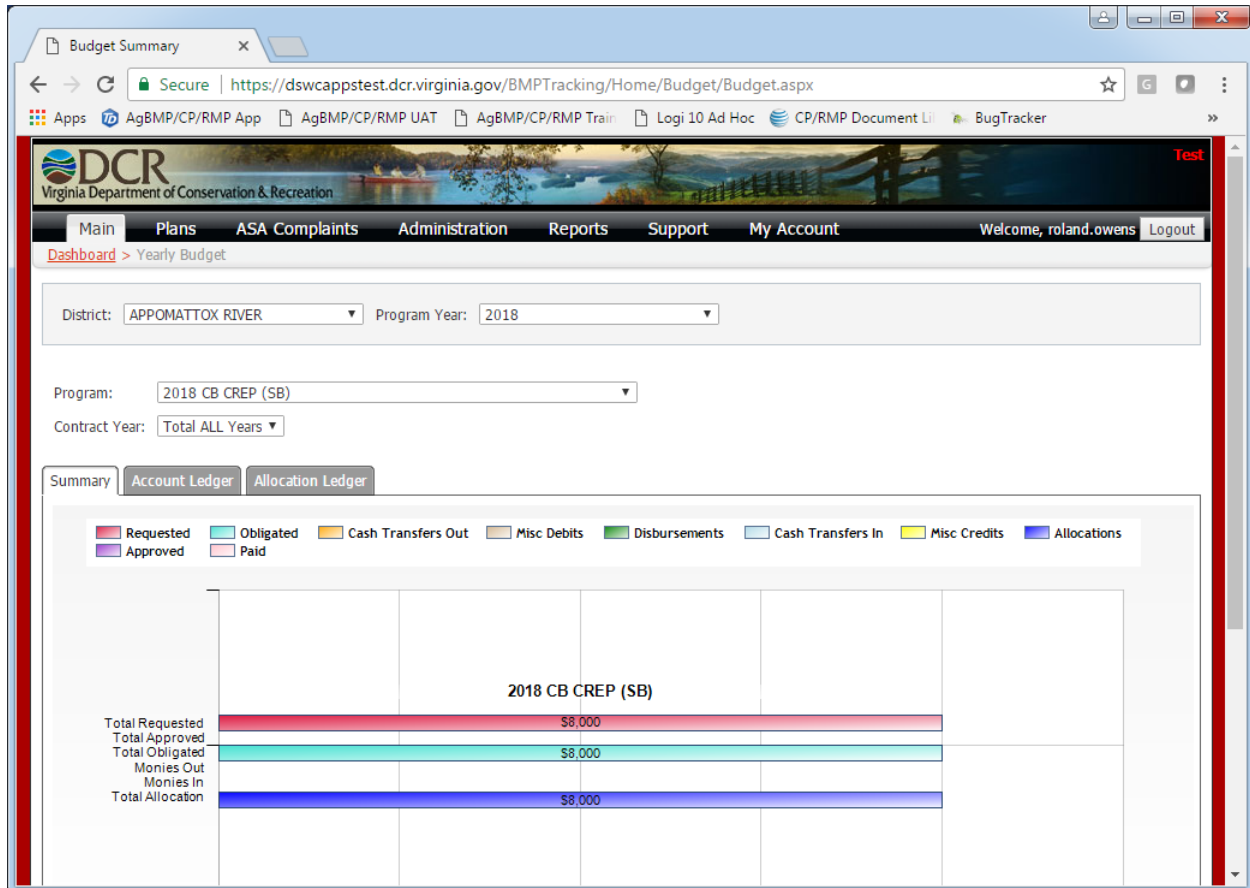
Approved Cost Share Payments

Dollar amounts in these fields will be displayed on the "Approved" bar on budget charts.

	Amount
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Save BMP

The system also automatically generates an Allocation of the confirmed amount. Note that there is a new Statewide Yearly Budget page for reviewing information about these budgets for both Districts and DCR Staff.



And in the Allocation Ledger, in the Memo column, there is a detailed message regarding the automatic allocation entry that was generated.

Summary Account Ledger Allocation Ledger								
Date	Contract Year	Type	Memo	Debit	Credit	Balance		
6/6/2017	1	Allocation	Automatically generated transaction for BMP Instance ID 198622, Contract 42-18-0002, status updated to Funds Availability Confirmed.	\$0.00	\$8,000.00	\$8,000.00	Edit	Delete

- District users will then go through their normal approval process for the BMP. Once they are ready to make the approval in the AgBMP Tracking Module the should first go the Programs tab and enter the correct values under Approved Cost Share Payments before marking the BMP as Approved since **that values is locked** for statewide funding sources once that change is made. The system will prevent users from marking BMP Instances with statewide funding as 'Approved' until this value is entered.

Approved Cost Share Payments

Dollar amounts in these fields will be displayed on the "Approved" bar on budget charts.

	Amount	
Approved Cost Share Payment	\$ 8,000.00	
Program		
1 2018 CB CREP (SB) (statewide-confirmed)(VACS) ⓘ	\$ 8,000.00	Remove
Total:	\$ 8,000.00	

- If additional funding is required from a statewide funding source the District user must set the status of the BMP back to 'Unapproved' on the General tab. When they do that they will have the ability to add a second request from the Available Programs (for Additional Funds Requests) dropdown.

Contract: **42-18-0002 (Monster Farms, Cookie Monster)**
Practice: CRSL-6: CREP Grazing land protection
Fields: none
Acres in Practice: 0.00

Funding Sources

The following programs can be used as funding sources for this practice. Please add one or more programs and designate the dollar amount each program will contribute towards this instance. Failure to accurately enter the dollar amount will cause the program's budget balance to be incorrectly calculated.

Available Programs: << None Available >>

Available Programs (for Additional Funds Requests): << Select One >>

Estimated/Requested Cost Share Payments
Dollar amounts in these fields will be displayed on the "Requested" bar on budget charts.

	Amount
Estimated Instance Cost	\$ 10,000.00
Estimated Cost Share Payment	\$ 8,000.00

Program

1 2018 CB CREP (SB) (statewide-confirmed)(VACS)	\$ 8,000.00	Remove
Total:	\$ 8,000.00	

Approved Cost Share Payments
Dollar amounts in these fields will be displayed on the "Approved" bar on budget charts.

A second entry is created and the District user goes through the approval process as described above (starting at Step 2).

Estimated/Requested Cost Share Payments

Dollar amounts in these fields will be displayed on the "Requested" bar on budget charts.

	Amount
Estimated Instance Cost	\$ 10,000.00
Estimated Cost Share Payment	\$ 8,000.00

Program

1 2018 CB CREP (SB) (statewide-confirmed)(VACS)	\$ 8,000.00	Remove
2 2018 CB CREP (SB) (statewide)(VACS)	\$ 0.00	Remove
Total:	\$ 8,000.00	